

DDRS Provider Administration Guide

Modifying User Access

Modifying User Access

Use the following procedure to modify a user's access and roles in the Provider Admin tool.

1. Log in to the **DDRS Web-Based Tools** website from the following URL:
<https://ddrsprovider.fssa.in.gov/BDDS/Default.aspx>
2. Select **Provider Admin** from the menu structure, as shown in the following illustration:

DDRS Web-Based Tools

Instructions

To avoid the need to use scroll bars in this application, set your computer monitor screen resolution to 1024 x 768 pixels or higher. Use the following steps to change the screen resolution on your computer:

1. Right-click on your desktop and select **Properties** from the shortcut menu. The **Display Properties** window appears.
1. Select the **Settings** tab.
1. Drag the slider in the **Screen resolution** section right or left to increase or decrease the screen resolution.
1. Select **Apply**.
1. Select **OK**.

Refer to the Web-Based Tool User Guides for information and instructions. You can locate this guide by following these steps:

1. Open the DDRS homepage [here](#).
1. Select **Provider Tools** under Documents in the Quick Launch bar on the left side of the home page.

Left Sidebar Menu:

- Home
- Instructions
- BDDS Links**
 - Provider Info
 - Interactive Budget Tool
 - IFUR Tool
- Menu**
 - State Admin
 - Provider Admin** (circled)
 - Change Provider
- CST**
 - Survey List
- State Line**
 - Budget
 - Claims
- Waiver**
 - RHSO Waiver
 - Day Services
- Change Password
- Logout
- test03

The **Budget Tool - Provider Admin** screen appears and the **Provider Admin** menu displays the following submenus:

- **Create User**
- **Manage Users**

3. Select **Manage Users**. The **User Management** screen appears, as shown in the following illustration:

Users

Role:

User:

User Management Steps

- Select the User to be managed
- Unchecking the **User Active** checkbox deactivates the user
- Deactivated users will **NOT** be able to enter the site
- It is the responsibility of Provider Admin to **deactivate** terminated employees
- Click **Reset Password** to enter a new password for the selected user
- When a user enters the wrong password 6 times they become **locked out**
- Click **Unlock User** to remove the lockout on the users account

Left Sidebar Menu:

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 - Create User
 - Manage Users**
 - Change Provider

4. Select the role of the user to modify from the **Role** drop-down list, as shown in the following illustration:

The screenshot shows the 'Users' management page. On the left is a navigation menu with links: Home, Instructions, BDDS Links (Provider Info, Interactive Budget Tool, IFUR Tool), and Menu (Provider Admin, Create User, Manage Users, Change Provider). The main content area has a 'Users' section with 'Role:' and 'User:' dropdowns. The 'Role' dropdown is open, showing options: All, BudgetUser, ClaimUser, CSTUser, InvoiceUser, and RHSOUser. Below this is a 'User Management Steps' section with a list of instructions.

Users

Role: (dropdown menu open showing: All, BudgetUser, ClaimUser, CSTUser, InvoiceUser, RHSOUser)

User:

User Management Steps

- Select the User to be managed
- Unchecking the **User Active** checkbox deactivates the user
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5. Select the user to modify from the **User** drop-down list. The **User's Info** and **User's Roles** screens appear, as shown in the following illustration:

The screenshot shows the 'Users' management page with the 'User' dropdown menu open, displaying 'Test03'. Below the dropdowns are two sections: 'User's Info' and 'User's Roles'. The 'User's Info' section contains fields for User Name, Provider Name, User Active (checked), Last Logon, Password Changed, and User Locked Out (unchecked), along with 'Reset Password' and 'Unlock User' buttons. The 'User's Roles' section has a table with roles and checkboxes to add them. At the bottom is the 'User Management Steps' section with instructions.

Users

Role:

User: (dropdown menu open showing: All, BudgetUser, ClaimUser, CSTUser, InvoiceUser, RHSOUser)

User's Info

User Name:

Provider Name:

User Active: ☒ True

Last Logon: 11/17/2009 9:02:37 AM

Password Changed: 5/27/2009 10:45:41 AM

User Locked Out: ☐ False

User's Roles

	Check to add role.
BudgetUser	<input type="checkbox"/>
ClaimUser	<input type="checkbox"/>
CSTUser	<input type="checkbox"/>
InvoiceUser	<input type="checkbox"/>
RHSOUser	<input type="checkbox"/>

User Management Steps

- Select the User to be managed
- Unchecking the **User Active** checkbox deactivates the user
- Deactivated users will **NOT** be able to enter the site
- It is the responsibility of Provider Admin to **deactivate** terminated employees
- Click **Reset Password** to enter a new password for the selected user
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6. Select one or more of the following check boxes to provide the selected user with rights to those functions of the **DDRS Web-Based Tools** website:

User's Roles	
	Check to add role.
BudgetUser	<input type="checkbox"/>
ClaimUser	<input checked="" type="checkbox"/>
CSTUser	<input type="checkbox"/>
InvoiceUser	<input type="checkbox"/>
RHSOUser	<input checked="" type="checkbox"/>

7. To save your changes, select any of the items from the menu on the left side of the screen.